

Date

Bill Provider  
Provider Industries Inc.  
1234 W. Voucher St  
Blank, IN 26254

Dear Mr. Provider:

SUBJECT:       **Provider Industries, Inc.**  
                  **IMPACT Contract Number: xx-01-EA-xxxx**  
                  **Blank County Monitoring Results**

The BLANK County Office of Family and Children's IMPACT Program has completed its monitoring of the IMPACT Contract for Provider Industries, Inc. The on-site review was conducted by BLANK, IMPACT Monitor. An analysis of the following areas was conducted during this review:

- |                             |                              |
|-----------------------------|------------------------------|
| - Program Activities        | - Site Visit                 |
| - Referrals                 | - Communication              |
| - Job Placement Performance | - Subcontracting             |
| - Community Coordination    | - Innovations                |
| - Staffing                  | - Client/ Provider Relations |
| - Financial                 |                              |

The summary of the results of our monitoring of specific areas are contained below:

**Concerns** (if any)

- 
- 

**Findings** (if any)

- 
- 

**Complimentary Findings** (if any)

- 
-

Specific questions regarding this report and the requested documentation should be directed to:

BLANK, IMPACT Monitor  
BLANK County OFC  
Street  
City, State, Zip  
Telephone

Sincerely,

BLANK, Director  
BLANK County OFC

cc: BLANK, Regional Manager  
BLANK, IMPACT Program Manager  
BLANK, IMPACT Monitor  
BLANK, IMPACT Consultant

*Note: If the report is basically complimentary, please address the positive findings as well. Please take as much space as you need for each area. If you prefer to attach a separate report, please indicate in the text of the letter and adjust the text of the letter as necessary.*

*The above letter is an example; you are not required to use this particular letter, but please be sure to address concerns, findings, and anything else you would like to bring to the provider's attention.*

*Thank you for your help.*